

NDCSWINST 1001.1B
02PER
23 Jun 1998

NAVDENCEN SOUTHWEST INSTRUCTION 1001.1B

Subj: RESERVE LIAISON PROGRAM

Ref: (a) BUPERSINST 1001.3B
(b) NAVMEDCOMINST 1001.1
(c) BUMEDINST 6320.66A

Encl: (1) Enlisted Performance Information Memorandum (PIM)

1. Purpose. To established procedures for the management of the Reserve Liaison Program at Naval Dental Center Southwest.

2. Cancellation. NAVDENCENS DIEGO INST 1000.1A.

3. Background. References (a) and (b) provide policy, and guidance for the organization, administration, training and support of Medical Department Reserve programs and ensure the effective integration of reserve assets into the active duty medical force. A Reserve Liaison Officer (RLO) is identified to meet these requirements, and to provide necessary support to Selected Reservists (SELRES) reporting to this command.

4. Discussion. SELRES personnel are normally assigned to reserve units to fill specific mobilization billets at a predesignated activity. Upon mobilization, reservists will report to their assigned mobilization site to augment or replace active duty staff. Personnel assigned to Naval Dental Center Southwest are required to familiarize themselves with Branch Dental Clinic, Marine Corps Recruit Depot and the billet they are assigned. Such familiarization is normally accomplished when performing their Annual Training (AT) and weekend drills. This ensures all Reservists activated in the event of mobilization to acquire the necessary knowledge and understanding of their mobilization assignment, and associated responsibilities prior to facility augmentation.

5. Definitions

a. Inactive Duty Training (IDT). A period of training on inactive duty usually performed on a weekend. IDT is commonly referred to as a drill.

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b. Drill Flexibility. Is the use of authorized drill periods in various multiples of time to enhance mutual support, training, and retention? The drills must be approved, scheduled in advance, and must exceed the daily quarterly, or annual limitations contained in reference (b).

c. Reserve Flexibility (REFLEX). Provides an opportunity for designated medical department officers to receive Reserve drill pay and retirement points by developing a flexible drill program, and to perform approved mobilization enhancing training in lieu of attending traditional scheduled unit training assemblies. Designated individuals assigned to traditional Selected Reserve units are eligible to participate. In general, training credit will be approved for those activities that contribute professionally in the broadest sense to the wartime readiness of the individual.

d. Inactive Duty Training Travel (IDTT): Travel away from the regularly assigned drill activity for training. IDTT provides the funding necessary to transport and berth SELRES from remote Reserve centers to our facility.

e. Annual Training (AT): Active duty for Reserve training with an automatic reversion to an inactive duty status upon completion. Customarily 12 days of annual duty beginning on Monday and ending on a Friday.

f. Active Duty Training (ADT): Training performed in addition to Annual Training. Funding for ADT is limited generally to training courses or exercise support.

g. Active Duty for Special Work (ADSW): Is the recall of naval reservists, usually SELRES, to perform emergent non-recurring short duration specific tasks or projects which are mission essential for the Navy. Period of recall is 19 to 139 days.

6. Staff Appointments with Clinical Privileges. Per reference (c), all Reserve practitioners must have their credentials reviewed and verified and must apply for and be granted staff appointments with clinical privileges consistent with the procedures applicable to active duty practitioners prior to providing care independently. The Professional Affairs Coordinator will handle all credential matters, with the support of the RLO.

7. Responsibilities

a. Commanding Officer will ensure Fitness Reports be forwarded to the reserve officer's commanding officer not later than 30 days upon completion of AT. Reserve Officers will receive a "Not Observed" Fitness Report for a AT assignment less than 12 days

b. The Reserve Liaison Officer (RLO) will be responsible for coordinating all reserve affairs and assigning Billet Control Numbers (BCN). Specific responsibilities and duties include:

(1) Coordinating all training requests and assignments with Branch Dental Clinic, Marine Corps Recruit Depot and providing administrative assistance to Reservists when reporting and detaching.

(2) Sending “Welcome Aboard” packages to all reservists scheduled to perform Annual Training.

(3) Assisting reservists in the check-in/out process when reporting for training.

(4) Maintaining appropriate records of all reservists onboard, including weekend drilling reservists.

(5) Maintaining individual and reserve unit files on all units mobilizing to this command.

(6) Providing administrative support to ensure that Notices of Eligibility (NOE) are executed when necessary for ill or injured reservists.

(7) Ensure forwarding of Enlisted Evaluation Report and (PIM) to the Commanding Officer of the enlisted reserve member’s unit. The unit Commanding Officer should use this information when preparing the enlisted member’s annual performance evaluation.

(8) Ensure Fitness Reports are completed on all Dental Reserve Officers performing Annual Training.

c. Professional Affairs Coordinator (PAC) will:

(1) Ensure that all Reservists are properly privileged to work at this facility.

(2) Ensure that a Performance Appraisal Report (PAR) is completed on all Reservists, including those who perform regular weekly or monthly drills at this facility.

(3) Liaison with Centralized Credentials Review and Privileging Department (CCPD), Jacksonville regarding Reserve issues.

d. Directors and Department Heads will:

(1) Ensure all Reservists assigned under their cognizance receive adequate orientation and training to prepare them for mobilization.

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(2) Forward Officer Fitness Report (and Enlisted Evaluation (E-6 and above)) input to the Executive Officer, and Enlisted Performance Information Memorandums (PIM) (E-5 and below), enclosure (1), to Headquarters Reserve Liaison Officer not later than seven working days after the individuals arrives. These inputs should comment on the Command's desirability to have the Reservist return for similar duty.

(3) Direct all requests for Reserve support through the RLO. It is particularly important to ensure that individual Reservists attempting to schedule training directly with a branch clinic or department be referred to the RLO.

(4) Ensure personnel being released from active duty are referred to the Command Career Counselor for information concerning participation in Naval Reserve Programs.

e. Continuing Education Coordinator (CEC): Upon receipt of a written request, the CEC will schedule Reservists for a preferred short course, if space is available. The written request will include, at a minimum, the date and name of the course, member's rank, full name and social security number. All requests must contain the approval of the member's Commanding Officer, which will be indicated by his/her signature. Written requests are required because of the limited number of quotas per class. Verbal arrangements for a course will **NOT** be honored. The CEC will return the approved quota to the Reservists for submission to their unit for order processing.

f. Command Career Counselor (CCC): The CCC in conjunction shall ensure all active duty personnel being released or discharged are counseled regarding the opportunities and benefits of continuing their careers in the Naval Reserve and assist those desiring to affiliate.

g. Commanding Officer's Secretary: Reserve Officers Fitness Reports will be forwarded to the Bureau of Naval Personnel (Pers-322) not later than 30 days completion of AT. Reserve Officers will receive a "Not Observed" Fitness Report with comments in block 41 for an AT assignment 10 days or longer.

8. Action. All staff personnel will make every effort to effectively integrate Reserve Personnel into the mission and functions of this command. All questions and comments concerning SELRES activities at this command will be referred to the Command RLO.

R. C. MELENDEZ

Dist:

List 1, Case 1, 2

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1610
(Originator Code)
(Date)

MEMORANDUM

From: Commanding Officer, Naval Dental Center Southwest
To: (Member's Permanent Duty Command)

Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (RANK/RATE,
(NAME, SSN)

Ref: (a) BUPERSINST 1610.10
(b) NDCSWINST 1001/1C

1. Period of duty: to

2. Type of duty:

(TEM DU/TEM ADD/ADT, etc., Add "Under Instruction", if applicable.)

3. Duties assigned (or courses attended:

a. If the PIM covers attendance, provide the information needed for Page 4 of the Field Service Record: Course Title, Course Identification Number, School Location, NEC Earned (if any), Course Length, Dates Enrolled and Completed, Final Mark, and Class Standing. If the course was not completed, give reason.

4. Comments:

R. C. MELENDEZ

Enclosure (1)

